



Lead Fleet Technician

Job Code: 0562

Originated:

Salary Grade: 2146

FLSA: Non-exempt

Revised: 12/05

EEO Code: 26

Supervisory: Yes

HR Ordinance Status: Classified

CLASS SUMMARY

The fundamental reason the Lead Fleet Technician exists is to perform lead worker repair, overhaul and maintenance for automotive equipment, heavy equipment and vehicles in the Fleet Management Division of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

This classification may assign tasks, monitor progress and workflow, check the product, schedule work, and establish work standards of Fleet Technician Trainees and Fleet Technicians, but are also expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis. Work is performed under general supervision by a Fleet Technician Crew Chief. The Lead Fleet Technician is distinguished from a Fleet Technician and the Master ASE Fleet Technician by the formers responsibility to lead the work of lower level employees.

ESSENTIAL FUNCTIONS

- Performs skilled repair and maintenance on a variety of gasoline-powered and diesel equipment and vehicles such as fire apparatus and vehicles, loaders, cranes, sanitation trucks, tub grinders, bucket trucks, pavers, rollers, sweepers and others. Repair work carried out on the shop floor comprises approximately 80% of the work time.
- Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.
- Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.
- Trains co-workers, as directed, in specific task, job practices and procedures of auto/equipment repair to improve and maintain the performance levels of these employees.
- Disassembles components, inspects parts for wear. Repairs, overhauls, replaces and rebuilds engines, transmissions, water and fuel pumps, air conditioning components, compressor, radiators, etc. Rewires electrical systems. Replaces, realigns and adjusts brakes and suspension components.
- Diagnoses and repairs malfunctions to all systems.
- Repairs and maintains hydraulic systems. Routes and replaces hydraulic lines; checks systems for leaks.

- Performs routine vehicle and equipment preventive maintenance inspections checking and replaces fluids, checks lights and other electrical system components, etc. Replaces exhaust system components.
- Maintains work and project records.
- Acts as supervisor in the supervisor's absence.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Current safety practices, repair, preventive maintenance and inspection methods and practices,

Test equipment and tools used in the repair and maintenance of light duty automotive or heavy-duty vehicles and mobile equipment.

Hydraulics, electrical systems, air brakes, air operated accessories, welding and fabricating, as well as engine, transmission and drive train repair.

Ability to:

Operate computers with fleet management software, working knowledge of word processors, Internet browsers and spreadsheets.

Use and instruct others in the use of hand and power tools and equipment associated with either light duty or heavy-duty vehicles and mobile equipment.

Remove, tear down, rebuild, adjust, reinstall, align, and mesh automotive components and assemblies.

Implement the goals, objectives and directives of the Director in a positive manner.

Persuade, convince, influence, train, motivate and monitor the work of other mechanics in favor of a desired outcome.

Lead and direct the work of others.

Periodically inspect work of team members in progress or upon completion, including road testing of vehicles, to see that repairs, maintenance and inspection work are properly performed; implements corrective action.

Furnish technical advice and guidance on difficult/complex jobs (e.g. determining source of mechanical problems, best means of repair, and tools and parts needed to accomplish necessary work).

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and to look up vehicle data.

Lift and move 50 pounds or more.

Work in cramped or confined spaces, climb up and down ladders, reach overhead and bend or stoop continually.

Communicate effectively with users, service writers and other mechanics

Education and Experience

Any combination of training, education and/or experience equivalent to eight years of journey level experience as a mechanic or supervisor in the vehicle repair trade in either automotive, heavy-duty equipment or mobile equipment maintenance.

Licensing and Other Requirements

Operate a motor vehicle requiring a valid standard Arizona driver's license with no major driving citations in the last 39 months.

Must possess at time of hire or promotion a minimum Class B with tanker and air brake endorsement Commercial Driver's License.

Must possess at time of hire or promotion a certification as ASE Master Automotive or Master Heavy Duty Truck Technician.

Must possess at time of hire or promotion a State of Arizona Emissions Inspectors License with gas, diesel and fleet permits.

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements. Individuals in this classification are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382. They must have a good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

SUPERVISION RECEIVED AND EXERCISED

The Lead Fleet Technician reports to the Fleet Technician Crew Chief. This position does supervise.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a variety of standard office equipment, which requires continuous and repetitive eye, arm or hand movements.

Lifts and moves 50 pounds or more.

Works in cramped or confined spaces, climbs up and down ladders, reaches overhead and bend or stoop continually.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.